

RCO Collaborator Portal Applicant Guide

V1.1

October 7, 2013

Access RCO Collaborator Portal

V1.1

Applicants may access the RCO Collaborator Portal from the Public Online Medicaid Site:

1. To access the RCO Collaborator Portal, open your Web Browser (Internet Explorer, Mozilla, Firefox, Safari, Opera, Google Chrome, etc.).
2. Go to <http://medicaid.alabama.gov/>.
3. Click the Regional Care Organizations icon in the lower left hand corner of the page.



Access RCO Collaborator Portal

(continued)

1. Click the **green Click to Apply** button to navigate to the RCO Collaborator Portal Homepage.

The screenshot shows the Alabama Medicaid Agency website. The header features the agency's logo, the word "Medicaid" in large white letters, and the slogan "Together for Quality". A navigation bar includes links for Home, Newsroom, Apply for Medicaid, Programs, Resources, Providers, Fraud/Abuse Prevention, Contact, and Recipients. On the left sidebar, there is a search bar, icons for "For Recipients, Applicants, Sponsors" and "For Providers", and tabs for News, Alerts, and Calendar. The main content area is titled "Regional Care Organizations" and contains text about legislation passed by the 2013 Alabama Legislature. Below this text is a red heading "Apply for a Certificate to Collaborate" followed by a paragraph explaining the requirement for a certificate. At the bottom of the main content area is a green button labeled "Click to Apply". A red arrow points to this button from below the screenshot.

Alabama Medicaid Agency

Medicaid

Together for Quality

Home Newsroom Apply for Medicaid Programs Resources Providers Fraud/Abuse Prevention Contact Recipients

Search

For Recipients, Applicants, Sponsors

For Providers

News Alerts Calendar

Five regions established for Medicaid Regional Care Organizations

New Study Commission to review opportunities for pharmacy savings

Agency employs multiple strategies to save money, preserve access

More News

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Regional Care Organizations

Legislation passed by the 2013 Alabama Legislature calls for the state to be divided into regions and that a community-led network coordinate the health care of Medicaid patients in each region, with networks ultimately bearing the risks of contracting with the state of Alabama to provide that care. The Alabama Medicaid Agency met the first milestone by establishing districts effective October 1, 2013.

In order to implement RCOs in Alabama, the federal government must approve an exception, or waiver, to the existing program. This will be done in the form of an 1115 Waiver.

Apply for a Certificate to Collaborate

Each person or entity who is operating or may operate as a RCO Collaborator shall possess a certificate (Certificate to Collaborate) issued by the Alabama Medicaid Agency qualifying such person or entity to collaborate as set forth in Section 22-6-163 of the Alabama Code.


To apply for a certificate to collaborate as an RCO Collaborator, you must first create a profile in the Agency's online system and then submit your application through the portal.

Click to Apply

RCO Collaborator Portal Homepage

1. You may also access the RCO Collaborator Portal by entering the system's URL directly into your Internet Web Browser (Internet Explorer, Mozilla, Firefox, Safari, Opera, Google Chrome, etc.):

<https://rcoportal.medicaid.alabama.gov>

Alabama Medicaid Agency
Medicaid 

[Register](#) [Log in](#)

[Home](#) [About](#) [Contact](#)

RCO Collaborator Portal

Welcome to the RCO Collaborator Portal

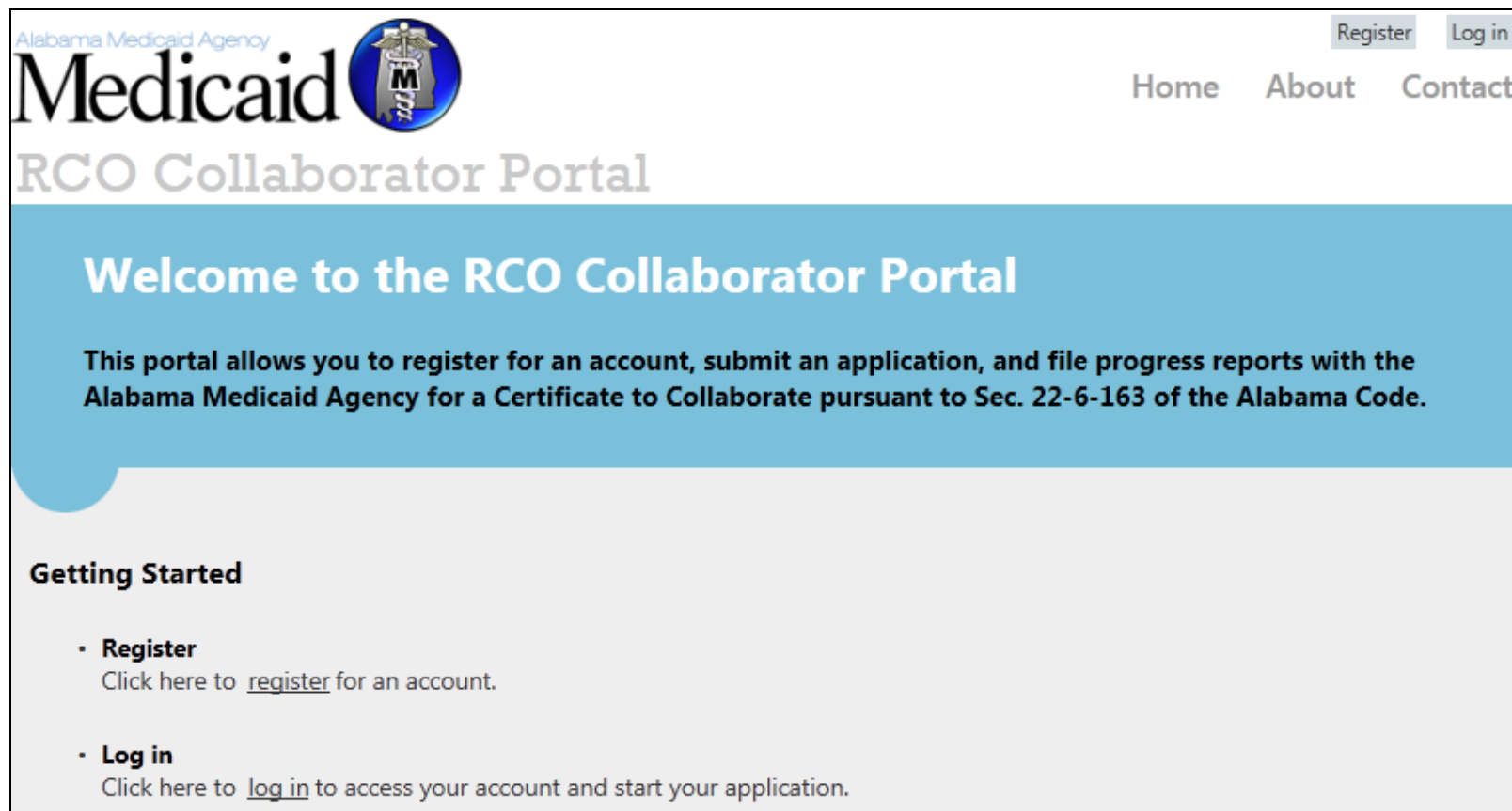
This portal allows you to register for an account, submit an application, and file progress reports with the Alabama Medicaid Agency for a Certificate to Collaborate pursuant to Sec. 22-6-163 of the Alabama Code.

Getting Started

- **Register**
Click here to [register](#) for an account.
- **Log in**
Click here to [log in](#) to access your account and start your application.

Entering the RCO Collaborator Portal

Read the two options under **Getting Started** on the RCO Collaborator Portal Homepage. If you have not previously registered as a user, Click **Register**. If you have previously registered as a user, Click **Log In**.



The screenshot shows the homepage of the Alabama Medicaid Agency RCO Collaborator Portal. At the top left is the Alabama Medicaid Agency logo, which includes the word "Medicaid" in a large serif font and a circular emblem with a caduceus and the letter "M". To the right of the logo are links for "Register" and "Log in". Below these are links for "Home", "About", and "Contact". The main heading "RCO Collaborator Portal" is displayed in a large, light blue font. A large blue banner contains the text "Welcome to the RCO Collaborator Portal" in white, followed by a paragraph explaining the portal's purpose: "This portal allows you to register for an account, submit an application, and file progress reports with the Alabama Medicaid Agency for a Certificate to Collaborate pursuant to Sec. 22-6-163 of the Alabama Code." Below the banner, the "Getting Started" section is highlighted in a light blue background. It contains two bullet points: "Register" with a link to "register" and "Log in" with a link to "log in".

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RCO Collaborator Portal

[Register](#) [Log in](#)

[Home](#) [About](#) [Contact](#)

Welcome to the RCO Collaborator Portal

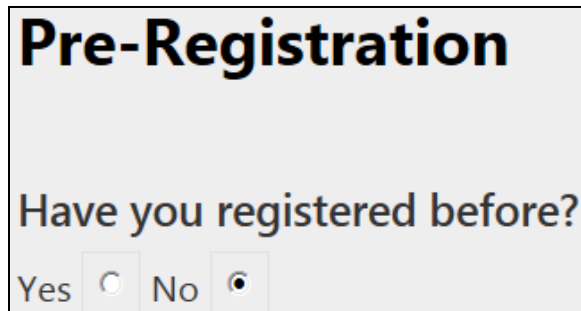
This portal allows you to register for an account, submit an application, and file progress reports with the Alabama Medicaid Agency for a Certificate to Collaborate pursuant to Sec. 22-6-163 of the Alabama Code.

Getting Started

- **Register**
Click here to [register](#) for an account.
- **Log in**
Click here to [log in](#) to access your account and start your application.

Pre-Registration

Each applicant will be asked to verify that they do not have an existing RCO Collaborator Portal account. If an applicant has previously registered, they will not be allowed to create an additional Collaborator Portal account using the same Social Security Number (Individual Account) / Employer Identification Number (Business Entity Account).

A screenshot of a web form titled "Pre-Registration". Below the title is the question "Have you registered before?". At the bottom of the form are two radio button options: "Yes" and "No". The "No" option is selected, indicated by a filled circle in its radio button.

Pre-Registration

Have you registered before?

Yes ☐ No ☒

If an applicant selects “Yes” indicating they have registered before, the applicant will be redirected to the Log In page. If an applicant selects “No” indicating they have not registered before, the Terms and Conditions of the RCO Collaborator Portal will appear. The applicant will be asked to read, accept, and agree to the Terms and Conditions of the RCO Collaborator Portal.

Terms and Conditions

Accepting the Terms and Conditions of the RCO Collaborator Portal:

1. Read the Terms and Conditions statement completely.
2. Click the **checkbox** below the statement indicating that you “...accept and agree to these Terms and Conditions.”

Pre-Registration

Have you registered before?

Yes ☐ No ☒

Terms and Conditions

1.)Your Acceptance

a. By using this Portal, including the submission of applications, amended applications and progress reports, you signify your agreement to these Terms and Conditions.

b. Although we may attempt to notify you when major changes are made to these Terms and Conditions, you should periodically review the most up-to-date version. The Alabama Medicaid Agency may, in its sole discretion, modify or revise these Terms and Conditions and policies at any time, and continued access of this Portal by you will constitute your acceptance of any changes or revisions to these Terms and Conditions.

2.)Registration and Account Creation

a. The Alabama Medicaid Agency requires that you register and set up an account to use the Portal. In order to do so, you will be required to choose a user name, password, email address and provide other registration information (collectively, "Registration Information"). Other registration information shall include, but is not limited to, the applicant's principal address, contact information, National Provider Information, Medicaid Provider ID,

☐ I accept and agree to these Terms and Conditions

Select RCO Collaborator Account Type

Once the applicant has accepted and agreed to the Terms and Conditions of the RCO Collaborator Portal, they will be given the choice to create either an **Individual** or a **Business Entity** Account.

[Click here to create Individual Account](#)
[Click here to create Business Entity Account](#)

If the applicant is applying as an individual, the certificate to collaborate will be issued to the applicant as an individual and will extend only to those listed in the application as having authority to collaborate on their behalf.

If the applicant is applying as a Business Entity, the certificate to collaborate will be issued to the applicant as a Business Entity and will extend only to those listed in the application as having authority to collaborate on their behalf.

Required Registration Information

Individuals registering for an RCO Collaborator Certificate will be required to provide the following information in addition to contact information:

- Individual Social Security Number
- Accessible email address

Business Entities registering for an RCO Collaborate Certificate will be required to provide the following information in addition to contact information:

- Employer Identification Number (EIN)
- Accessible email address

Note: An individual may only have one Individual Collaborator Certificate but may have multiple Business Entity Collaborator Certificates (using unique EIN's). A Collaborator Account of any kind may have only one Approved Application at a time. When pursuing multiple Collaborator Certificates, the applicant must create a separate, unique RCO Collaborator account for each.

Once the applicant has completed and submitted the registration, a **Verification Email** will be delivered to the email address provided during the registration process.

Required Registration Information

Complete the applicant registration screen by entering all applicable information in the registration fields.

1. Select and enter a unique **User Name** and **Password**.
2. Confirm your selected **Password**.
3. Click **Register**.

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Individual Registration

Applicant Information

Prefix

First Name

Autumn

Middle Name

Last Name

Leaves

Suffix

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Business Entity Registration

Applicant Information

Business Name

Principal Address 1

Principal Address 2

City

Contact Information

Contact Prefix

Contact First Name

Contact Middle Name

Contact Last Name

Login Information

User Name

autumnleaves

Password

.....

Confirm Password

.....

Register

Required Registration Fields

During registration, complete all applicable fields. There are several required fields within the registration screen. Required fields differ depending on the type of applicant type chosen. The **Register** button will not process a registration until all required fields are populated. The password must be at least 6 characters in length.

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Individual Registration

Applicant Information

Prefix

First Name

Middle Name

Last Name

Contact Information

Contact Prefix


Contact First Name

Contact Middle Name

Contact Last Name

Registration Verification Screen

The email provided during the registration process will be used for all portal communication(s) from the RCO Collaborator Portal to the applicant. Once you have registered your RCO Collaborator Portal account, the account will be verified by the delivery of a **Registration Verification** email.

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RCO Collaborator Portal

[Register](#) [Log in](#)
[Home](#) [About](#) [Contact](#)

Registration Notification
Thank you for registering. An email has been sent. Please check your email and use the enclosed link to finish registration.

Registration Verification Email

Once you have received the **Registration Verification** email, click the “**Registration Verification**” link. The link opens the RCO Collaborator Portal where the applicant will be able to log in to complete an RCO Collaborator application.

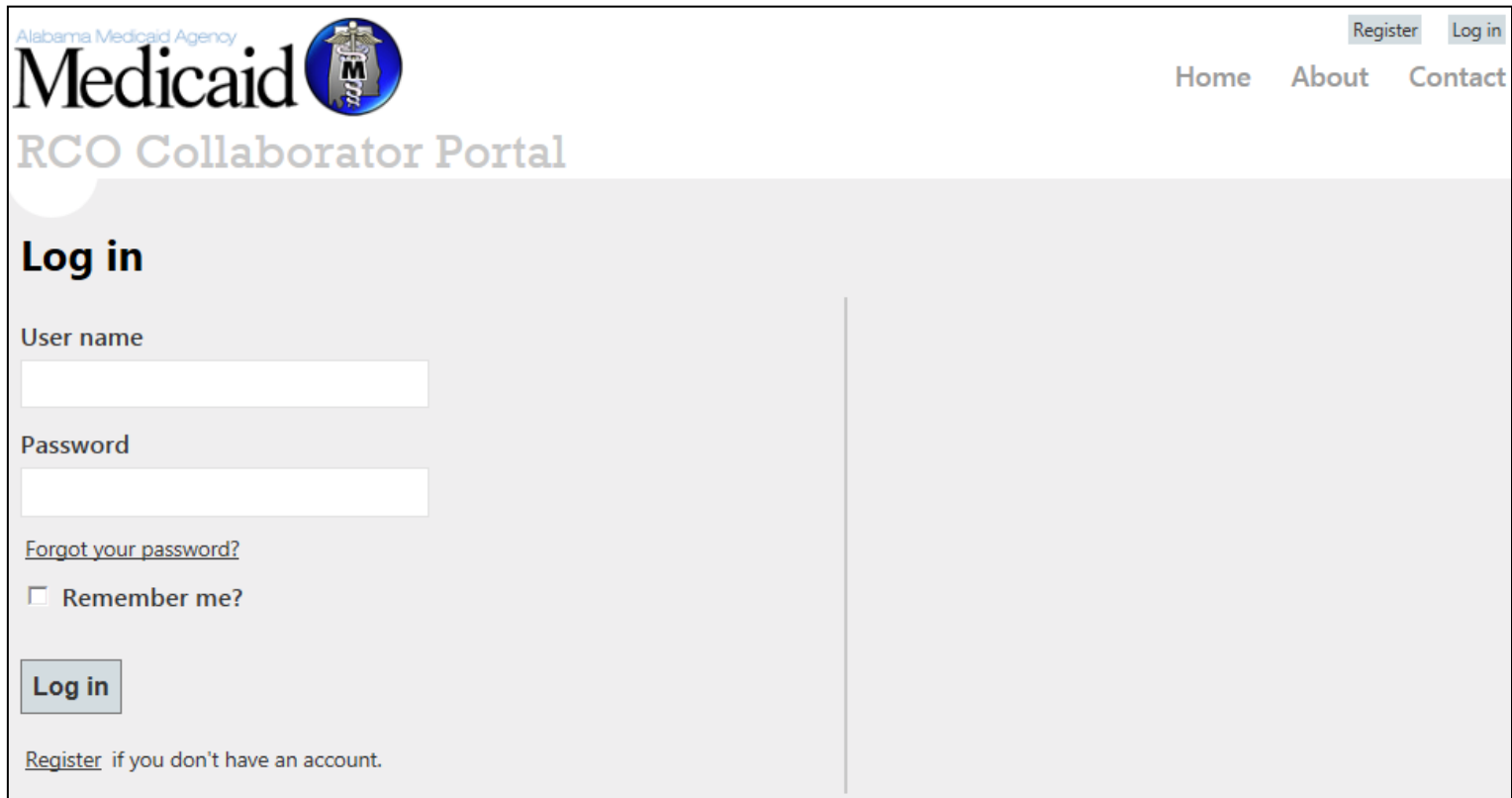


NOTE: The link in the image above is for example only.

Log in

Log in to create and submit an application, monitor a previously submitted application, amend a previously submitted application or edit your user profile.

1. Enter the account **User name**.
2. Enter the account **Password**.
3. Click **Log in**.



The screenshot shows the login interface for the Alabama Medicaid Agency RCO Collaborator Portal. At the top left, the text "Alabama Medicaid Agency" is above the "Medicaid" logo and a circular emblem featuring a shield with a caduceus. To the right of the logo are links for "Register" and "Log in". Below the logo, the text "RCO Collaborator Portal" is displayed. The main heading "Log in" is followed by input fields for "User name" and "Password". A link for "Forgot your password?" is provided below the password field. A checkbox labeled "Remember me?" is located below the password field. A "Log in" button is positioned at the bottom left of the form area. At the very bottom, a link for "Register" is followed by the text "if you don't have an account."

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RCO Collaborator Portal

Log in

User name

Password

[Forgot your password?](#)

☐ Remember me?

Log in

[Register](#) if you don't have an account.

Forgot Password

If you have already registered and cannot recall your password, you may request a copy of the account password be sent to the account email:

1. Click **Forgot your password?** from the Log in screen.
2. Enter the account **User name**.
3. Click **Continue**.

Log in. Enter login information


User name

Password

[Forgot your password?](#)

☐ Remember me?

[Register](#) if you don't have an account.

Alabama Medicaid Agency  [Register](#) [Log in](#)

[Home](#) [About](#) [Contact](#)

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RCO Collaborator Portal

Forgot Your Password?

To reset your password, enter your username for this site.


No Problem. Just give us the user name that you used when you established an account here. We'll send you an email with a link that will allow you to reset your password.

User name

[Cancel](#)

Password Reset Notice

Once you have requested the account password, you will see the notice below directing you to check your email for a Password Reset Notice.

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RCO Collaborator Portal

Register Log in

Home About Contact

Password Reset Notice

Check your inbox! We sent you an email with more instructions.

Instructions have been sent to the email address we have on file for the account you entered. Please check your email and follow the instructions to complete the process of resetting your password. **Remember to check any junk mail folders for the message.**

[Continue](#)

Password Reset Email

The Password Reset email provides an authenticated link to follow allowing you to reset your password.

1. Click the **link** within the email.
2. You will be redirected to a Password Reset screen.




NOTE: The link in the image above is for example only.

Reset Password

Complete the Password Reset fields. Once the account password has been reset, the new password will be active immediately.

1. Enter **New Password**.
2. **Re-enter new password**.
3. Click **Change Password**.

Alabama Medicaid Agency



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RCO Collaborator Portal

[Home](#) [About](#) [Contact](#) [Dashboard](#) [Progress Report](#)

[Profile](#) [Log off](#)

[mallen](#)

Password Reset

Welcome back! This step will complete the password reset process.

Enter the reset token (if required) that was previously emailed to you and enter a new password to complete the password reset.

New password

Re-enter new password

[Change Password](#)

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Profile Update

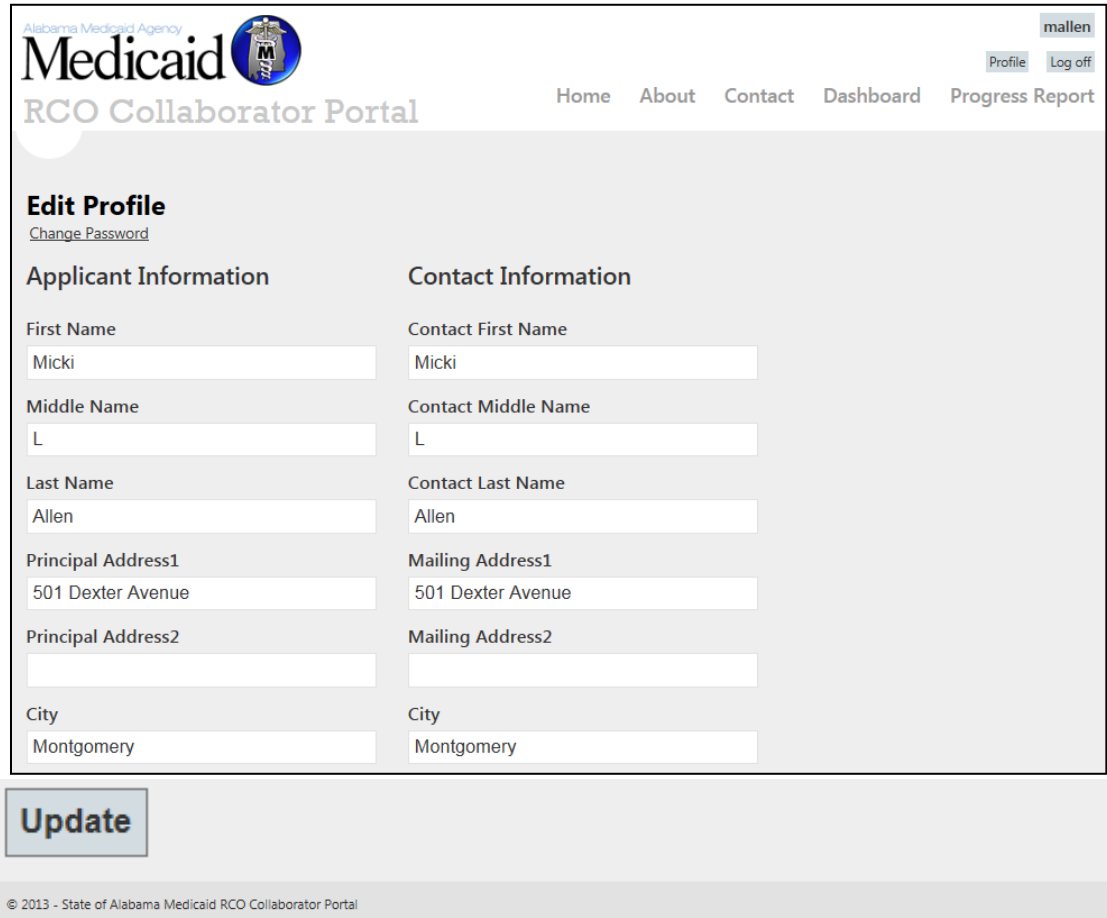
RCO Collaborator Portal users are responsible for updating their user profile as needed.
To update your user profile:

1. Click the **Profile** link from the menu at any time while logged in to the Portal.
2. Edit fields as necessary.
3. Click **Update**.

NOTE: You can also access the Edit Profile screen by clicking **edit** within the **Getting Started** area on the RCO Homepage.

Getting Started

- **Update Account Information**
Click here to **edit** your account information.



The screenshot shows the 'Edit Profile' page of the RCO Collaborator Portal. The page header includes the 'Alabama Medicaid Agency' logo, the 'Medicaid' logo, and the 'RCO Collaborator Portal' title. Navigation links for 'Home', 'About', 'Contact', 'Dashboard', and 'Progress Report' are visible. In the top right corner, there are links for 'Profile' and 'Log off', and a user name 'mallen'. The main content area is titled 'Edit Profile' with a 'Change Password' link. It is divided into two columns: 'Applicant Information' and 'Contact Information'. Each column contains input fields for 'First Name', 'Middle Name', 'Last Name', 'Principal Address1', 'Principal Address2', and 'City'. The 'Contact Information' column has corresponding fields for 'Contact First Name', 'Contact Middle Name', 'Contact Last Name', 'Mailing Address1', 'Mailing Address2', and 'City'. The 'Update' button is located at the bottom of the form. The footer contains the copyright notice: '© 2013 - State of Alabama Medicaid RCO Collaborator Portal'.

Applicant Information	Contact Information
First Name Micki	Contact First Name Micki
Middle Name L	Contact Middle Name L
Last Name Allen	Contact Last Name Allen
Principal Address1 501 Dexter Avenue	Mailing Address1 501 Dexter Avenue
Principal Address2 	Mailing Address2
City Montgomery	City Montgomery

Update

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Profile Update

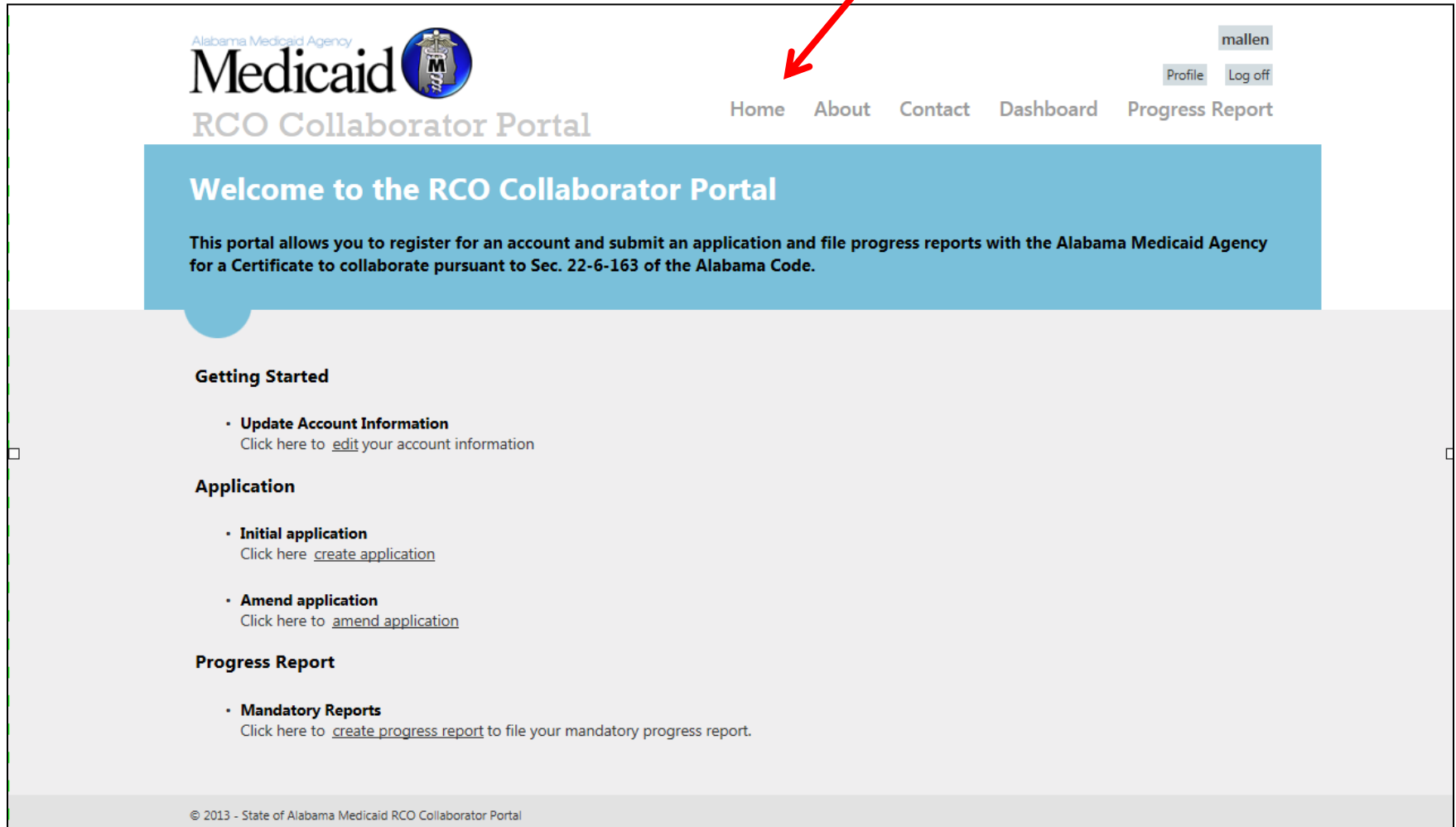
(fields continued)

NOTE: Profile fields will differ depending on whether your account type is an Individual or Business Entity. Keep in mind that changing the Email field will redirect email communications from the RCO Collaborator Portal to the new email address.

City	Montgomery	City	Montgomery
State	AL	State	AL
ZipCode	36106	ZipCode	36106
Business Occupation	Technology Training	Email	Firstname.lastname@email.gov
Medical Specialty	Unknown	Telephone	(111) 111-1111
MedicaidID			
NPI			
SSN	XXX-XX-5695		
State Professional/Facility License No			

User Homepage

RCO Collaborator Portal users may navigate to the **Homepage** by clicking the **Home** menu item.



The screenshot shows the RCO Collaborator Portal homepage. At the top left is the Alabama Medicaid Agency logo with the text "Alabama Medicaid Agency" and "Medicaid" in large letters, followed by "RCO Collaborator Portal". To the right of the logo is a circular emblem. In the top right corner, there is a user name "mallen" and two buttons: "Profile" and "Log off". Below these is a navigation menu with the following items: "Home", "About", "Contact", "Dashboard", and "Progress Report". A red arrow points from the word "Homepage" in the text above to the "Home" menu item. Below the navigation menu is a blue banner with the text "Welcome to the RCO Collaborator Portal" and a paragraph: "This portal allows you to register for an account and submit an application and file progress reports with the Alabama Medicaid Agency for a Certificate to collaborate pursuant to Sec. 22-6-163 of the Alabama Code." Below the banner, the page is divided into three sections: "Getting Started", "Application", and "Progress Report". Each section contains a list of links and instructions.

Alabama Medicaid Agency
Medicaid
RCO Collaborator Portal

mallen
Profile Log off

Home About Contact Dashboard Progress Report

Welcome to the RCO Collaborator Portal

This portal allows you to register for an account and submit an application and file progress reports with the Alabama Medicaid Agency for a Certificate to collaborate pursuant to Sec. 22-6-163 of the Alabama Code.

Getting Started

- **Update Account Information**
Click here to [edit](#) your account information

Application

- **Initial application**
Click here [create application](#)
- **Amend application**
Click here to [amend application](#)

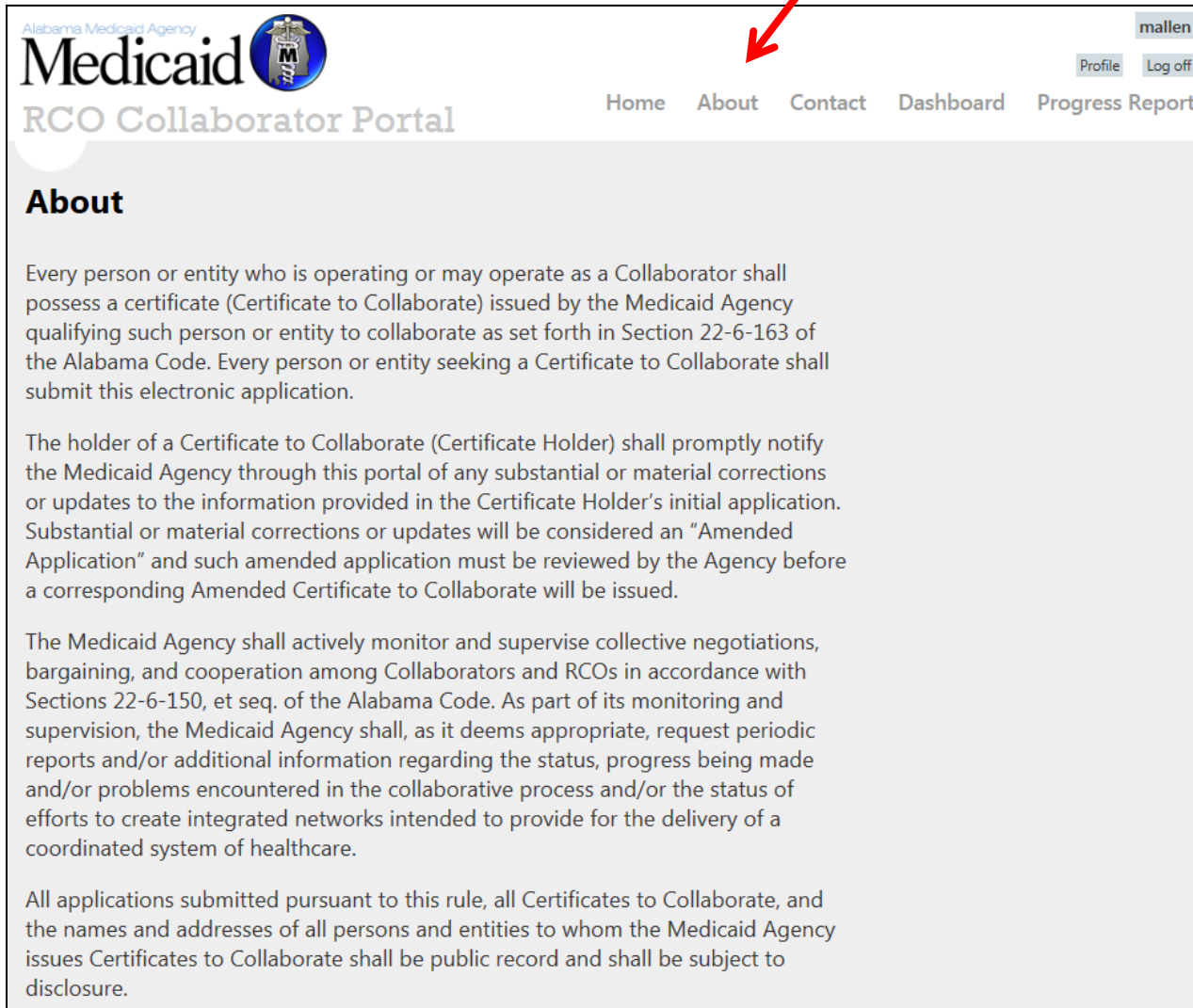
Progress Report

- **Mandatory Reports**
Click here to [create progress report](#) to file your mandatory progress report.

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User About Page

RCO Collaborator Portal users may navigate to the **About** page by clicking the **About** menu item.



The screenshot displays the RCO Collaborator Portal interface. At the top left, the logo for the Alabama Medicaid Agency is visible, featuring the word "Medicaid" in a large, bold, serif font, with "Alabama Medicaid Agency" in a smaller font above it. To the right of the logo is a circular emblem containing a stylized "M" and "A". The main title "RCO Collaborator Portal" is positioned below the logo. In the top right corner, there are links for "mallen", "Profile", and "Log off". The navigation bar includes links for "Home", "About", "Contact", "Dashboard", and "Progress Report". A red arrow points to the "About" link. The "About" section is titled "About" in a bold font. It contains three paragraphs of text:

Every person or entity who is operating or may operate as a Collaborator shall possess a certificate (Certificate to Collaborate) issued by the Medicaid Agency qualifying such person or entity to collaborate as set forth in Section 22-6-163 of the Alabama Code. Every person or entity seeking a Certificate to Collaborate shall submit this electronic application.

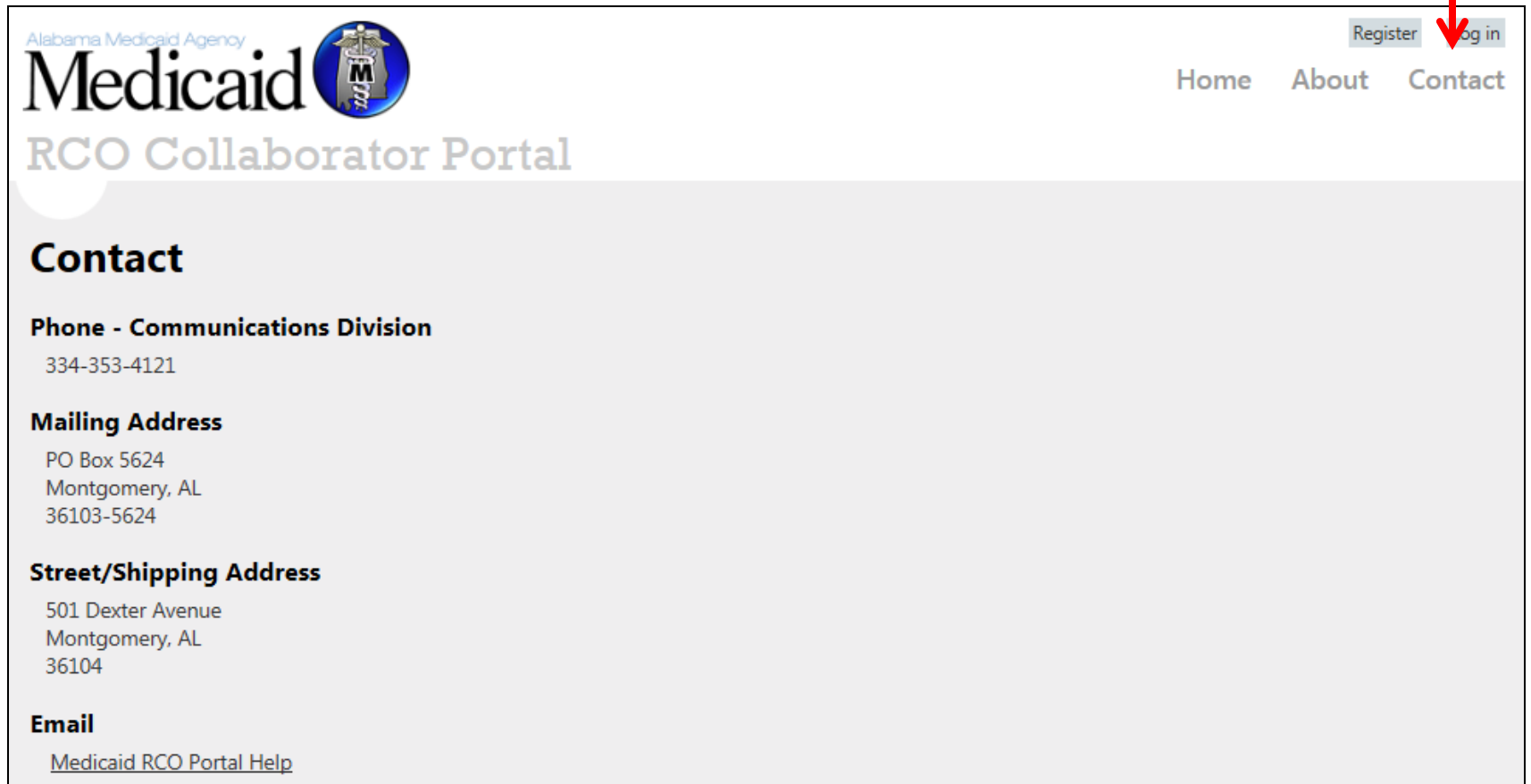
The holder of a Certificate to Collaborate (Certificate Holder) shall promptly notify the Medicaid Agency through this portal of any substantial or material corrections or updates to the information provided in the Certificate Holder's initial application. Substantial or material corrections or updates will be considered an "Amended Application" and such amended application must be reviewed by the Agency before a corresponding Amended Certificate to Collaborate will be issued.

The Medicaid Agency shall actively monitor and supervise collective negotiations, bargaining, and cooperation among Collaborators and RCOs in accordance with Sections 22-6-150, et seq. of the Alabama Code. As part of its monitoring and supervision, the Medicaid Agency shall, as it deems appropriate, request periodic reports and/or additional information regarding the status, progress being made and/or problems encountered in the collaborative process and/or the status of efforts to create integrated networks intended to provide for the delivery of a coordinated system of healthcare.

All applications submitted pursuant to this rule, all Certificates to Collaborate, and the names and addresses of all persons and entities to whom the Medicaid Agency issues Certificates to Collaborate shall be public record and shall be subject to disclosure.

User Contact Page

RCO Collaborator Portal users may navigate to the **Contact** page by clicking the **Contact** menu item.



The screenshot shows the Alabama Medicaid Agency RCO Collaborator Portal. The top navigation bar includes links for Home, About, and Contact. The Contact link is highlighted with a red arrow. The main content area displays the contact information for the Communications Division, including phone, mailing address, street/shipping address, and email.

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RCO Collaborator Portal

Register Log in

Home About **Contact**

Contact

Phone - Communications Division

334-353-4121

Mailing Address

PO Box 5624
Montgomery, AL
36103-5624

Street/Shipping Address

501 Dexter Avenue
Montgomery, AL
36104

Email


[Medicaid RCO Portal Help](#)

Progress Report Page

Alabama Medicaid Agency

Medicaid

RCO Collaborator Portal



mallen

Profile Log off

Home

About

Contact

Dashboard

Progress Report


Coming Soon ... All account holders will receive an electronic notification to the supplied email address when regulations have been finalized for progress reports.

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Create An Application

Applicant Dashboard

After logging in, users are directed to their Applicant Dashboard where they can click the **Create Application** button to submit an application.

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Profile Log off

[Home](#) [About](#) [Contact](#) [Dashboard](#) [Progress Report](#)

RCO Collaborator Portal

Applicant Dashboard

Application ID	Date Submitted	Last Modified Date	Application Status	Certificate	Denial Notice
----------------	----------------	--------------------	--------------------	-------------	---------------


Create Application

Create An Application

Read the entire application carefully answering each question completely.

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mallenbiz

Profile

Log off

Home

About

Contact

Dashboard

Progress Report

RCO Collaborator Portal

Application for Certificate to Collaborate Complete application and submit for review. All questions require a response in order for the application to be reviewed. Failure to provide a complete application may result in a denial of your application.

[Back to Dashboard](#)

Application

Application Question 1 & 2

Question #1

Are you or any individual authorized to collaborate on your behalf currently excluded or suspended from the Medicare, Medicaid, or the Title XX services program?

Yes ☐ No ☐

Question #2

Have you or any individual authorized to collaborate on your behalf ever pled guilty to or been convicted of a criminal offense related to your or the individual's involvement in any program under Medicare, Medicaid, or the Title XX services program?

Yes ☐ No ☐

If yes, identify when and explain:

Application Question 3 & 4

Question #3

Have you or any individual authorized to collaborate on your behalf ever pled guilty, been convicted, or been found liable in a criminal or civil proceeding of engaging in any form of health care fraud or abuse?

Yes ☐ No ☐

If yes, identify when and explain:

Question #4

Have you or any individual authorized to collaborate on your behalf ever pled guilty, been convicted, or been found liable in a criminal or civil proceeding of engaging in any form of anti-competitive conduct or other anti-trust violation?

Yes ☐ No ☐

If yes, identify when and explain:

Application Question 5 & 6

Question #5

Is the professional license or certification of the applicant or any individual authorized to collaborate on its behalf currently suspended or revoked?

Yes ☐ No ☐

If yes, identify when and explain:

Question #6

Have you or any individual authorized to collaborate on your behalf ever pled guilty or been convicted of a violation of the state or federal securities or insurance laws?

Yes ☐ No ☐

If yes, identify when and explain:

Application Question 7 & 8

Question #7

Do you intend to:

A. Help establish or develop a regional care organization

Yes ☐ No ☐

B. Enroll as a provider with a regional care organization

Yes ☐ No ☐

C. Engage in other activity

Yes ☐ No ☐

If yes, describe such intended activity:

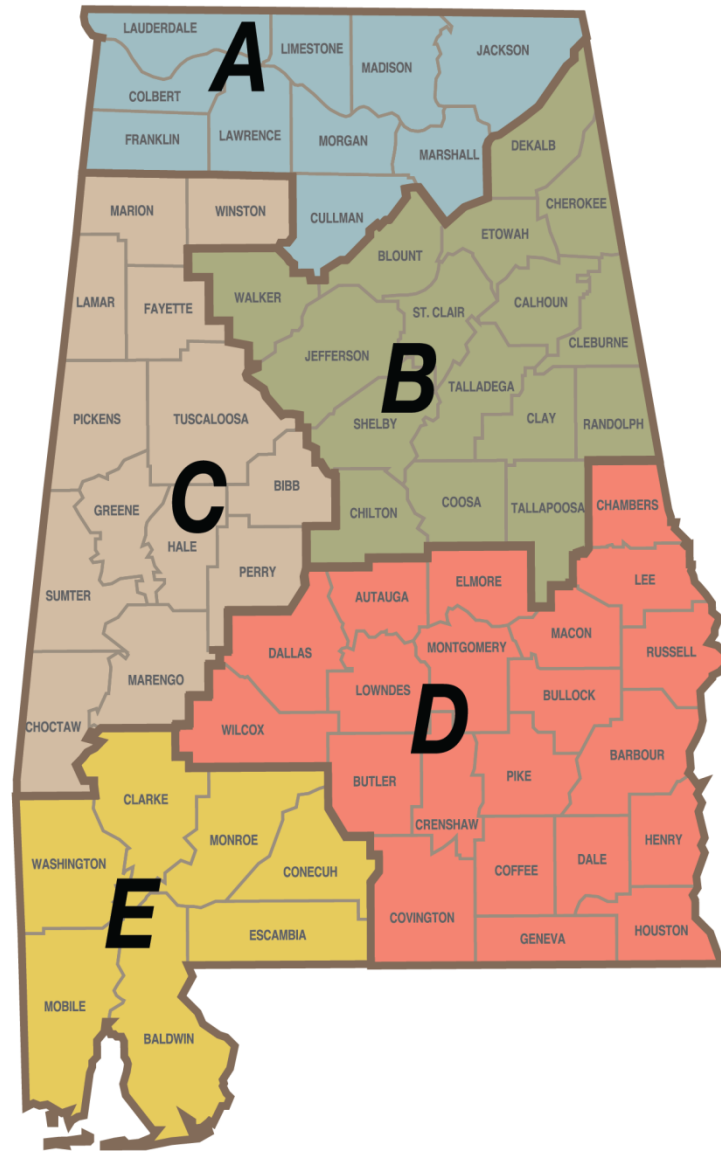
Question #8

Identify the Medicaid region(s) in which the applicant intends to help establish or develop a regional care organization, to enroll as a provider with a regional care organization or to have involvement with a regional care organization.

A ☐ B ☐ C ☐ D ☐ E ☐

[View Map](#)

Regional Care Organization Districts



Application Question 9 & 10

Question #9

Describe what entities and persons with whom you intend on collaborating or negotiating:

Question #10

Describe the expected effects of the negotiated contract for which you seek a Certificate to Collaborate, including whether the negotiated contract is expected to:

A. Result in improved quality of health care services to Medicaid beneficiaries

Yes ☐ No ☐ Unknown ☐

B. Result in cost containment in providing health care services

Yes ☐ No ☐ Unknown ☐

C. Result in enhancements in technology

Yes ☐ No ☐ Unknown ☐

D. Maintain competition in the health care services market

Yes ☐ No ☐ Unknown ☐

E. Describe any other expected effects of the negotiated contract:

Application Question 11

Question #11

Name and Address of each person authorized to collaborate on your behalf.

Full Name	Physical Address
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>

Certify, Affirm & Submit Application

After completing the application, sign the application with your name in the **Applicant/Authorized Representative's Electronic Signature** field and click the **Submit Application** button.

The applicant hereby certifies and affirms that all information entered on this application is true, to the best of the applicant's knowledge, and (1) that the applicant will bargain in good faith, (2) that such bargaining is necessary to identify the appropriate service delivery systems and reimbursement methods in order to align incentives in support of integrated and coordinated health care delivery, and (3) that such bargaining is necessary to provide quality health care to Alabama citizens who are Medicaid eligible at the lowest possible cost.

Applicant/Authorized Representative's Electronic Signature

Submit Application

[Cancel](#)

Application Status

All applications submitted by an applicant display in the Applicant's Dashboard. An application will be in one of the Application Statuses defined in the chart below:

Status	Definition
Pending	A decision has not been made.
Approved	The application has been approved and a Certificate has been issued.
Denied	The application has been rejected and a Denial Notice has been issued.
On Hold	The application has been moved to the Special Review Queue.
In Review	The application is being viewed by a Reviewer.
Not Current	A more current approved application is in affect.

Temporary Application Status

Applications awaiting determination will be in one of the following temporary Application Status states:

Pending – A decision has not been made.

On Hold – The application has been moved to the Special Review Queue.

In Review – The application is being viewed by a Reviewer.

Application statuses are listed in blue font within the Application Status Column of the corresponding application row. An applicant may only have one temporary application status in their Applicant Dashboard at any given time.

Application ID	Date Submitted	Last Modified Date	Application Status	Certificate	Denial Notice	
----------------	----------------	--------------------	--------------------	-------------	---------------	--

1111	10/09/2013	10/09/2013	Pending			View Application
------	------------	------------	---------	--	--	----------------------------------

1111	10/09/2013	10/09/2013	On Hold			View Application
------	------------	------------	---------	--	--	----------------------------------

1111	10/09/2013	10/10/2013	In Review			View Application
------	------------	------------	-----------	--	--	----------------------------------

Decided Application Status




Following decision by a Reviewer, applications will be in one of the following decided Application Status states:

Approved – The application has been approved and a Certificate has been issued.

Denied – The application has been rejected and a Denial Notice has been issued.

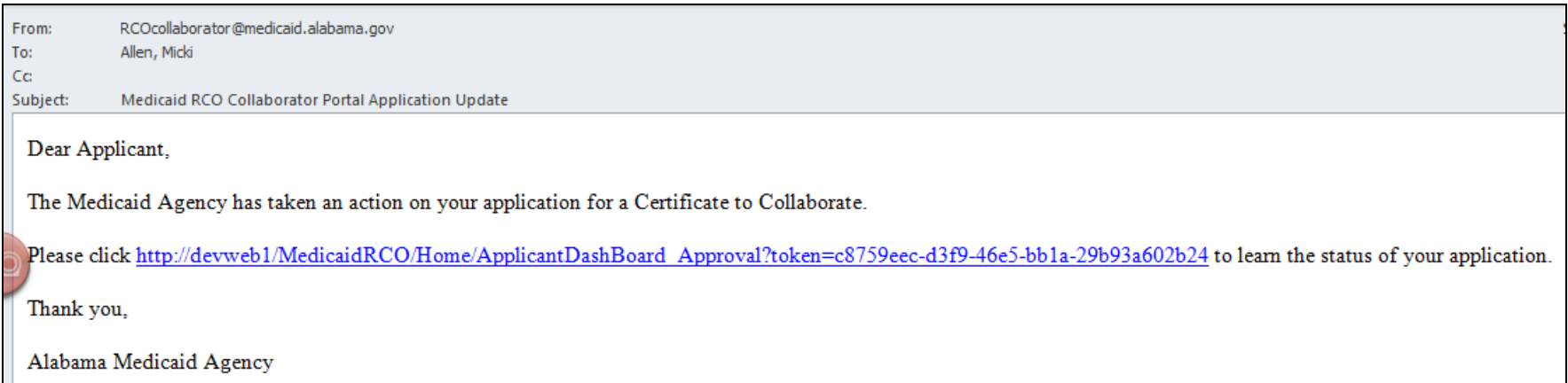
Not Current – A more current approved application is in affect. (**Not Current** applications are former **Approved** applications that have been replaced by a more current **Approved** application.)

Application statuses are listed in blue font within the Application Status Column of the corresponding application row. An applicant may only have one Approved application status in their Applicant Dashboard at any given time.

Application ID	Date Submitted	Last Modified Date	Application Status	Certificate	Denial Notice	
1110	10/09/2013	10/09/2013	Approved			View Application
1093	10/09/2013	10/09/2013	Denied			View Application
1094	10/09/2013	10/09/2013	Not Current			View Application

RCO Collaborator Application Decision Email

After a determination has been made on your RCO Collaborator Application, you will receive an email stating, “The Medicaid Agency has taken an action on your application for a Certificate to Collaborate.” The email will include a **link** that once clicked, will open the RCO Collaborator Portal where the applicant will be able to log in to view their RCO Collaborator Applicant Dashboard. The status on your application will have changed to either an approved or denied status state depending on the action taken.



NOTE: The link in the image above is for example only.

Collaborator Certificate

When an application has been approved, the Certificate will appear as a PDF document in the Certificate Column on the Applicant's Dashboard. Certificates will remain, even if outdated, accessible to the applicant for historic purposes.



ROBERT BENTLEY
Governor

Alabama Medicaid Agency

501 Dexter Avenue
P.O. Box 5624
Montgomery, Alabama 36103-5624

www.medicaid.alabama.gov
e-mail: almedicaid@medicaid.alabama.gov

Telecommunication for the Deaf: 1-800-253-0799
334-242-5000 1-800-362-1504



STEPHANIE MCGEE AZAR
Acting Commissioner

CERTIFICATE TO COLLABORATE

In Accordance With Alabama Code Sections 22-6-150, et seq.

1. Certificate to Collaborate No:
1094 - 2

2. Date Issued:
10/9/2013 7:09:27 PM

3. Expiration Date: **October 1, 2016**

Subject to termination or revocation prior to the stated expiration date for failure to comply with Agency requirements. The Certificate Holder is required to file periodic reports to maintain the Certificate to Collaborate in good standing. Consult Medicaid Agency rules regarding periodic reporting and other requirements.

4. Name and Principal Address of Certificate Holder:
Micki Allen, 501 Dexter Ave, Montgomery, AL, 36106

5. Name and Address of each Person Authorized to Collaborate for Certificate Holder:
[Micki, Medicaid]

Denial Notice

When an application has been denied, the Denial Notice will appear as a PDF document in the Denial Notice Column on the Applicant's Dashboard. Denial Notices will remain, even if outdated, accessible to the applicant for historic purposes.



ROBERT BENTLEY
Governor

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STEPHANIE MCGEE AZAR
Acting Commissioner

10/9/2013 3:14:10 PM

Micki Allen
501 Dexter Ave ,Montgomery,AL,36106

Dear Micki Allen:

Your application 1093 for a Certificate to Collaborate has been denied because the Medicaid Agency has determined that a sufficient showing has not been made that the collaboration is in order to facilitate the development and establishment of a Regional Care Organization or health care payment reforms.

This is the final decision of the Medicaid Agency and you have the right to appeal directly to circuit court. In the alternative, you may submit an amended application at any time for review by the Medicaid Agency. Agency authority for this action is Alabama Medicaid Administrative Code Rule 560-X-62-.01.

Sincerely,

A handwritten signature in blue ink that reads "Stephanie McGee Azar".

Stephanie McGee Azar
Acting Commissioner